

MARYLAND CENTER for SCHOOL SAFETY

Weekly Tabletop Exercises

Date:

Facilitator:

Participants:

Which part of your Emergency Plan are you reviewing:

Scenario: As the school secretary is wrapping up her day around 5:15, the phone rings and a distraught mother of a first-grade son with autism and a fifth-grade daughter notifies the school that her children should have gotten off the bus 20 minutes ago but have not come home. The students in question get off the bus at the last stop on the route. Because the fifth grader is able to escort her sibling home, the bus driver does not require a parent to be at pick-up/drop-off. The family is new to the area, and the school is aware from student records that there is a custody issue in progress.

The principal has left for the day. The secretary calls the transportation manager to determine where the bus is right now. Bus drivers are not permitted to use their cell phones while driving, unless there is an emergency. The transportation manager states that they will continue to try and get in touch with the bus driver.

BEFORE	DESCRIBE MAJOR DETAILS ABOUT THE INCIDENT
What are the initial actions?	
Who is involved?	
Who is affected?	
Who is responsible for responding to the situation?	



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DURING	DESCRIBE MAJOR DETAILS ABOUT THE INCIDENT
What additional problems does this cause?	
Is the situation escalating or de-escalating?	
What information do you need?	
Who else needs to know? How will you deliver this information?	

AFTER-ACTION	DISCUSS IMPORTANT DETAILS ABOUT THE INCIDENT
What was the plan?	
What were the strengths? Weaknesses?	
What was learned?	
How do you improve?	

RESOURCES



Visit SchoolSafety.maryland.gov, go to "Resources", then "Training"



CONTACT INFO



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